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CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*"HONORING CALIFORNIA'S VETERANS"*

**STAFF SERVICES ANALYST (General) - Pharmacy**

**Permanent, Full Time**

**\$2817 - \$4446 Month**

**Final File: Until Filled**

**LOCATION:**

**Veterans Home of California, Chula Vista  
700 East Naples Court, Chula Vista, CA 91911**

**Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatements may apply for these vacancies.

**The salary listed for the classification will be adjusted to comply with the provision of the 2012 Personal Leave Program.**

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE "APPLYING FOR" SECTION OF THE STD 678 EXAMINATION /EMPLOYMENT APPLICATION. APPLICATIONS, WHICH INDICATE SROA/SURPLUS STATUS, WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.calvet.ca.gov](http://www.calvet.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board's website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

**Duties & Responsibilities:**

(Under the general direction and supervision of the Pharmacist II)

Manage multi-million dollar pharmaceutical purchasing within budget allowances, alert management of contractual changes for formulary review consideration, communicate effectively with Prime Vendor and other outside agencies regarding contractual and other purchasing needs/issues, tracking contractual and pricing changes ensuring compliance with the Federal Supply Schedule and State Veterans Home Contracts while ensuring cost savings, Coordinate annual Physical Inventory of pharmaceuticals and present statistical data.

### **Duties & Responsibilities (cont.):**

Submit form-5's and ISD-Service Request as needed for non-pharmaceutical purchases including subscriptions and supplies. Provides periodic reports for budget analysis including expenses, revenue, and projections, etc. Troubleshoot pharmaceutical insurance billing: Review rejected claims and claims that are underpaid. Resubmit claims for payment and/or adjustment. Work with contracts for insurance companies, switch companies and patient benefit manager (PBM) companies.

Maintain accurate Licensure for the Pharmacy Department, maintain proper records, storage and destruction practices of Controlled Drugs to meet Drug Enforcement Administration requirements, Direct Pharmaceutical Waste Management to ensure legal destruction practices. Review and process national drug recall notices and execute them. Maintenance of Hospital Information System regarding manufacturer and Acquisition cost. Assess and develop various Pharmacy forms to improve Pharmacy Operations and compliance within various interacting departments, assist with staff scheduling, participates in analytical studies of department operations, recommending changes to management and aiding in implementation as directed, prepares correspondence as needed.

### **How to Apply:**

Visit our website at [www.calvet.ca.gov](http://www.calvet.ca.gov), or the State Personnel Board [www.jobs.ca.gov](http://www.jobs.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Veterans Home of CA, Chula Vista, Human Resources, 700 East Naples Court, Chula Vista, CA 91911, Attn: Ligaya Lara – M80 CV010 (12/13)** NOTE: All State applications must be postmarked no later than the final filing date.

**Note: in Explanation Line** on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. **In addition, you must reference position # 575-380-5157-001**

### **Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Ligaya Lara, Human Resources Office in Chula Vista, (619) 482-6027.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. **APPLICATION WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.** LIVESCAN / PHYSICAL SCREENING WILL BE REQUIRED.